



Overnight Group Retreat Request

Buffalo Ridge Hospitality & Retreat Center



Please contact our office for available retreat dates before submitting a retreat request form. Please fill out the following and return to the address on the back. This will help us understand your expectations and know how we can best serve you. Filling out this form does not guarantee a reservation until confirmed by our office.

Name of Church/Organization

Address

City, State, Zip

Contact Person

Telephone Number

E-mail

How did you hear about Buffalo Ridge? _____

Retreat Information:

Date(s) of retreat: _____ to _____

Approx. Arrival Time: _____ Approx. Departure Time: _____

How many vehicles will you be bringing? _____

Overnight Facilities Required For: _____ (#) Women _____ (#) Men _____ (#) Couples _____ (#) Families

Meals:

Date	Please indicate meals you would like provided
	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner No. Served _____ Time Served: _____
	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner No. Served _____ Time Served: _____
	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner No. Served _____ Time Served: _____
	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner No. Served _____ Time Served: _____

Menu Preferences:

Breakfast (\$5)

- Continental: Cereals, breakfast bread, fruit, yogurt, milk, juice, coffee
- Full Breakfast: Egg casserole, Breakfast meat, French toast, fruit, juice, coffee

Lunch (\$7)

- Sandwiches: Deli meats & cheeses, chips, salad, condiments, dessert, iced tea, coffee
- Soup & Salad: Two soups, salad, hot bread, dessert, iced tea, coffee
- Chicken Pot Pie: Homemade chicken pot pie, salad, biscuits, dessert, iced tea, coffee
- Taco Salad: Salad fixin's, dessert, iced tea, coffee

Menu Preferences, cont.

Dinner (\$9)

- Bison meatballs (barbeque), baked chicken, potato casserole, vegetable /salad, hot bread, dessert, iced tea, coffee
- Bison meatballs (Swedish), baked chicken, rice, broccoli casserole /salad, hot bread, dessert, iced tea, coffee
- Lasagne, salad, garlic bread, dessert, iced tea, coffee
- Enchiladas, Mexican rice, salad, fruit, dessert, iced tea, coffee

Please indicate any special diet(s) or medical conditions we should be aware of:

- Would you like to use the Fireside Room? Yes
 - Do you need tables (round) & chairs set up? Yes
 - Would you like to use the VCR/DVD Player? Yes
 - Would you like to use the dry erase board? Yes
 - Would you like to use the projector screen? Yes
 - Would you like to use the projector stand? Yes
- Would you like to use the Picnic Area? Yes
- Would you like a wagon ride around the property? Yes (weather permitting)

Date of ride: _____ Time of ride: _____

General Policies

- A \$50 non-refundable deposit is required to reserve retreat dates.
- If cancellation is necessary, please do so at least two weeks prior to the retreat.
- No refunds will be given for retreat participants who cancel after payment is received.
- Payment in full is due two weeks before your retreat. You will be billed.
- Please allow us around 10 minutes to introduce ourselves and our facility.
- All meals will be provided by Buffalo Ridge staff. You may bring your own snacks.
- No smoking in any of the facilities. No pets please.

Overnight Group Retreat Rates:

\$30 per individual, per night
 \$50 per couple, per night
 \$60 per family, per night

Meals:

Breakfast - \$5 per person
 Lunch - \$7 per person
 Dinner - \$9 per person



Retreat Cost:			
_____ (# Nights) X _____ Individuals = _____ Night(s)	X \$30 = \$ _____		
_____ (# Nights) X _____ Couples = _____ Night(s)	X \$50 = \$ _____		
_____ (# Nights) X _____ Family = _____ Night(s)	X \$60 = \$ _____		
_____ (# Breakfasts) X _____ (# people) = _____	X \$5 = \$ _____		
_____ (# Lunches) X _____ (# people) = _____	X \$7 = \$ _____		
_____ (# Dinners) X _____ (# people) = _____	X \$9 = \$ _____		
Total Amount Due \$ _____			

Please return this form to:

His Way Ministries
 P.O. Box 400
 Ottawa, KS 66067
 (785) 746-5418

buffaloridge@hiswayministries.org
 www.HisWayMinistries.org

